



METRO BANGUED WATER DISTRICT

Corner Taft & Actividad Economia Streets

Bangued, Abra

Tel. No. 752-8001 / Fax No. 752-8169

GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS FOR YEAR 2023 FOR QUALIFIED MBWD EMPLOYEES

In view of the Inter-Agency Task Force (IATF) Memorandum Circular No. 2023-1 dated August 22, 2023 and joint Memorandum Circular No. 2021-1 dated October 19, 2021 by the Local Water Utilities Administration and Department of Budget and Management, the Metro Bangued Water District hereby adopts the following eligibility requirements for the grant of Performance-Based Bonus (PBB) for year 2023:

COVERAGE

The Performance-Based Bonus shall be given to all qualified permanent employees of MBWD.

ELIGIBILITY CRITERIA

To be eligible for the grant of the FY 2023 PBB, MBWD must first satisfy the following eligibility requirements:

1. Compliance with the following Philippine National Standard for Drinking Water (PNSDW) requirements:
 - a.) Monthly summary of daily residual chlorine test results;
 - b.) Water quality reports must have 12 months of compliance with microbiological test results; and
 - c.) Compliance with physical-chemical tests results of the LWD's source/s;
2. Current in Debt Service Status;
3. LWUA-approved Water Rates;
4. Compliance with ISO-certification or its equivalent for LWDs under categories A and B, or Commercial Practice System for LWDs under categories C and D;
5. On-time submission of the following documents prior to the evaluation of its eligibility to FY 2023 PBB:
 - a.) Monthly Data Sheet and financial Statements (January to December 2023);
 - b.) Approved LWD FY 2023 budget;
 - c.) Updated Business Plan covering FY 2023; and
 - d.) FY 2023 Annual Report

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MBWD must also satisfy the criteria and conditions under the four dimensions of accountability: Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results and attain a total score of at least 70 points based on the PBB Scoring System.

PBB FY 2023 TARGETS, ASSESSMENT AND SCORING SYSTEM

MBWD accomplishments for each criterion shall be rated using this scoring system.

CRITERIA	MAX PTS	CONDITION
A. Performance Results	70	Actual points must be at least 40
B. Process Results	7	Compliance would automatically render 7 points; non-compliance would result in ineligibility to PBB FY 2023
C. Financial Results	10	Actual points must be at least 7
D. Client/Citizen Satisfaction Results	13	At least 70% of the complaints must be acted upon, with the following equivalent points: At least 70% = 7 At least 75% = 8 At least 81% = 9 At least 86% = 10 At least 91% = 11 At least 94% = 12 At least 97% = 13
TOTAL	100	Overall Total Score must be at least 70 points

AGENCY ACCOUNTABILITIES

The following conditions are no longer required in determining the overall PBB eligibility of agencies, however compliance with these conditions shall be used as basis in determining eligibility of units and individuals:

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- a.) Updating Transparency Seal
- b.) Compliance with the Freedom of Information (FOI) Program
- c.) Updating of Citizen's or Service Charter
- d.) Compliance to Audit Findings and Liquidation of Cash Advances
- e.) Submission and Review of SALn
- f.) PhilGEPS posting of all invitations to bids and awarded contracts
- g.) Submission of FY 2023 APP-CSE, FY 2023 APP-non CSE, Indicative FY 2024 APP
- h.) Designation of the Agency's Committee on Anti-Red Tape (CART)

ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

1. For PBB FY 2023, the delivery units (Dus) of eligible agencies shall no longer be ranked. However, the unit/s most responsible (including its head) for the criterion/MFOs with a performance below 70% and for non-compliance with the Agency Accountabilities will also be isolated from the grant of the PBB FY 2023. To be eligible for the PBB FY 2023, the agency must attain a total score of at least **70 points**.
2. Eligible Dus shall be granted PBB FY 2023 at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's total score.
3. To be eligible for PBB FY 2023, employees should receive an SPMS Performance rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).
4. Employees in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated the employees' performance. The payment of the PBB shall come from the mother agency.
5. Personnel who transferred from one government agency to another agency shall be included by the agency where he/she serve the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
6. An official or employee who has rendered a minimum of nine (9) months service during the fiscal year and with at least a Very Satisfactory rating may be eligible for full grant of the PBB.

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7. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a Very Satisfactory rating shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length t of service, as follows:

LENGTH OF SERVICE%	% OF PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee;
- b. Retirement;
- c. Resignation;
- d. Rehabilitation Leave
- e. Maternity Leave and/or Paternity Leave;
- f. Vacation or sick Leave with or without pay;
- g. Scholarship/Study Leave; and/or
- h. Sabbatical Leave.

8. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.

9. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2023 shall not be entitled to the PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB.

10. Officials and employees who failed to submit the 2022 SALN as prescribed in the rules under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the PBB FY 2023.

11. Officials and employees who failed to liquidate all cash advances received in FY 2023 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the PBB FY 2023.

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
RATES OF THE PBB

The agency's total score shall be the basis in determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary of an individual as of December 31, 2023. For illustration, see table below:

RATES OF THE PBB	
TOTAL SCORE	PBB RATES
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (90% of the 65% monthly basic salary)
85 points	55.25% (85% of the 65% monthly
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)

These guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by subsequent issuances.

Bangued, Abra September 29, 2023.


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Division Manager C
Administrative Division


KATHLEEN MARIA BALBIN-TAWANTAWAN
General Manager

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